



Town of Berwyn Heights

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MAYOR
Stephen D. Isler

COUNCIL MEMBERS
Jason W. Papanikolas (Mayor Pro Tem)
Amanda M. Dewey
Jeffrey Jay Osmond
Ethan D. Sweep

RESOLUTION 11-2019

A RESOLUTION TO RECOGNIZE CERTAIN VOLUNTEER GROUPS AS BEING OFFICIAL COMMITTEES OF THE TOWN OF BERWYN HEIGHTS AND OTHERS TO BE RECOGNIZED AS BEING ASSEMBLIES, BOTH TO BE GRANTED CERTAIN PRIVILEGES BY THE BERWYN HEIGHTS TOWN COUNCIL

WHEREAS, volunteer organizations enrich the cultural, athletic, recreational, civic, service and social opportunities available to residents of the Town of Berwyn Heights; and

WHEREAS, only organizations recognized as official Committees of the Town of Berwyn Heights are covered by the Town's insurance policies; and

WHEREAS, official Town Committees are granted the following privileges: the use of the Town seal and letterhead, an appropriation if approved through the fiscal year general fund budget process, free use of Town facilities (with certain penalties charged toward their budget appropriation for cancellations with short notice), free ads in the *Berwyn Heights Bulletin* and mention on Town cable television and social media with the amount of space determined at the discretion of the Town by the significance of the program; and

WHEREAS, Committees recognize that they must maintain certain elements of an organizational structure and meet requirements to maintain their official Town Committee status including: assisting the Town government by providing specific tasks and activities open to residents; maintaining a clear mission; maintaining bylaws and providing any and all updates to the Town Council; submitting regular expenditure reports if a budget appropriation is granted; acknowledging that any budget appropriations may be made in installments and may be contingent on the Town Council's approval of the use of funds provided in previous installments, as reported in expenditure reports; providing financial and bank records, on request, for annual audit; maintaining records of agendas and minutes and submitting the same to the Town Council upon request; holding open elections and publishing upcoming elections and election results in the *Berwyn Heights Bulletin*; posting meetings publicly in the *Berwyn Heights Bulletin*; complying with the Maryland Public Information Act; providing contact information and officer lists and updating the Town Council of any changes; acknowledging that Town Council members or employees of the Town cannot serve as chair or treasurer of the committee; complying with the Town's non-discrimination policy, and abiding by the Ordinances and Charter of the Town; and

WHEREAS, the Town Council reserves the right to change the official status of a Town Committee by affirmative approval of a resolution or by whatever means was previously outlined in the Committee's founding documents; and

WHEREAS, Town Assemblies are granted the following privileges: limited use of Town facilities at no cost, if such use does not conflict with any use by the Town, (with certain penalties charged or withheld from a budget appropriation for cancellations with short notice), free ads in the *Berwyn*

Heights Bulletin and mention on Town cable television and social media, with the amount of space determined at the discretion of the Town by the significance of the program;

WHEREAS, Assemblies recognize that they must maintain certain elements of an organizational structure and requirements to maintain their Town Assembly status including: being established by community residents; maintaining non-profit or not-for-profit status; maintaining bylaws or a statement of purpose and providing any and all updates to the Town Council; if a budget appropriation is approved through the fiscal year general fund budget or any other process, regular expenditure reports shall be provided to the Town Council; acknowledging that any budget appropriations may be made in installments and may be contingent on the Town Council's approval of the use of funds provided in previous installments, as reported in expenditure reports; holding meetings open to the public; if officer elections are held such elections must be open elections with upcoming elections and election results published in the *Berwyn Heights Bulletin* with any and all updates to officer lists also provided to the Town Council; complying with the Town's non-discrimination policy; and

WHEREAS, the Town Council reserves the right to change the official status of an Assembly by affirmative approval of a resolution or by whatever means was previously outlined in the Assembly's founding documents; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Town Council of the Town of Berwyn Heights this 12th day of June 2019 does hereby officially recognize the following Committees as official Committees of the Town of Berwyn Heights:

Name of Organization	Founding document
Board of Elections	Charter, Ordinance 109
Educational Advisory Committee	Resolution 28-1996
Ethics Commission	Ordinance 110
Green Team	Resolution 4-2008
Historical Committee	Resolution 1-2003
Men's Basketball League	Resolution 1-2019
Neighborhood Watch/ Emergency Preparedness	Resolution 07-2019
Recreation Council	Ordinance 113
Including Karate Club	Resolution 11-2019
Seniors Club	Resolution 11-2019
Shade Tree Board	Ordinance 122

AND BE IT FURTHER RESOLVED that the Mayor and Town Council of the Town of Berwyn Heights this 12th day of June 2019 does hereby officially recognize the following Assemblies as Assemblies in the Town of Berwyn Heights:

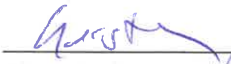
Berwyn Heights Boys & Girls Club	Resolution 11-2019
Berwyn Heights Elementary School Parent Teacher Association	Resolution 11-2019
Berwyn Heights Playgroup	Resolution 11-2019
Quilter's Club	Resolution 11-2019
Berwyn Heights Republican Club	Resolution 11-2019

Resolved by the Mayor and Town Council



Stephen Isler, Mayor

ATTEST:



Kerstin Harper, Town Clerk



Berwyn Heights Organization Policy (as of May 3, 2019)

Policy: The Town of Berwyn Heights (BH) welcomes the initiative and creativity of residents who organize to enhance the range of cultural, athletic, recreational, civic, service, and social opportunities available to Berwyn Heights' residents.

Legal relationship and risk: Town organizations and their members understand that only members of town committees are covered by the town liability or personal injury policy. The organizations speak on their own behalf unless specifically told to represent the Town before certain organizations.

Recognizing new community organizations: The classification is administratively determined on an ad hoc basis by the town administration. The town administration and town council shall classify organizations of similar structure in the same category with access to the same privileges, using the following criteria. The two main groups are labeled: Committee and Assembly. The Town Council may choose to change the classification.

As of May 3, 2019, the following organizations are in the following categories.

COMMITTEE		STRUCTURE & REQUIREMENTS	PRIVILEGES
Name	Foundation Document		
Board of Election	(Charter, ORD 109)	Assist gov't with specific tasks. Established by Town Council.	Use of Town seal and letterhead with approval of town administrator. Can receive appropriation through budget process. Free use of Town facilities. For cancellations made within two weeks, forfeit \$50. For cancellations made within one week, forfeit \$100. Free ads in Bulletin, mention on town cable television channel, and online (amount of space by significance of program).
Ethics Com.	(ORD 110)	Represent gov't before certain organizations.	
Rec. Council (including Karate Club)	(ORD 113)		
Shade Tree Board	(ORD 122)	Submit budget requests and expenditure reports.	
BHEAC	(Reso 28-1996)	Submit agenda and minutes	
BHHC	(Reso 1-2003)		
Green Team	(Reso 4-2008)	Update BH Town Council at monthly meetings.	
NW/EP			
Men's Basketball League		Councilmembers and staff with budget authority cannot serve as chair or treasurer of committee.	
Seniors Club	501 (c) (3) / BH MOU	Publish of upcoming elections and election results in Bulletin. Update BH Town Council of bylaws, contact information, and officer lists. Only committees are covered by BH town liability insurance; if members are injured at an official event.	

		Report annually to the Council regarding activities and use of budget.	
		All below requirements.	

ASSEMBLY		STRUCTURE & REQUIREMENTS	PRIVILEGES
Name	Foundation Document		
Boys & Girls Club	501 (c) (3) Property use agreement with Town on a yearly basis	Established by community members.	Limited free use of Town facilities, if it does not conflict use any other use by the Town. For cancellations made within two weeks, forfeit \$50. For cancellations made within one week, forfeit \$100. Free ads in Bulletin, mention on town cable television channel, and online (amount of space determined by significance of program).
BHES-PTA	501 (c) (3)	Hold meetings open to public.	
Quilter's Club		Update BH Town Council of bylaws, contact information, and officer lists.	
Playgroup			
Republican Club		Complies with BH non-discrimination policy.	